



DEPARTMENT OF THE ARMY
HEADQUARTERS, WESTERN REGION
UNITED STATES ARMY CADET COMMAND
BOX 339500
FORT LEWIS, WASHINGTON 98433-9500

REPLY TO
ATTENTION OF

ATOW-S1

29 December 2005

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Memorandum #9, Personnel Accountability and Leave Procedures

1. Reference.

- a. AR 600-8-6, Personnel Accounting and Strength Reporting, dated 24 Sep 98
- b. AR 600-8-1, Army Casualty Operations/Assistance/Insurance, dated 20 Oct 94
- c. AR 600-8-10, Leaves and Passes, dated 31 Jul 03
- d. DoD 7000.14-R, Finance Management Regulation, Volume 8, dated August 1999

2. Purpose. To establish the personnel accountability policy for soldiers and civilians assigned or attached (i.e. Gold Bar Recruiters) to Western Region, United States Army Cadet Command.

3. Policy on Personnel Accountability.

a. Accounting for personnel: Regulations require accountability for all personnel, military and civilian. Accountability determines an individual's duty status, such as present for duty, on leave/pass, or even AWOL. Supervisors at all levels must account for soldiers and civilians at all times. All personnel must be in a duty status (i.e. present for duty, on leave/pass, or AWOL). Scheduled breaks during the school year (i.e. spring and summer breaks) do not constitute **free leave**. All personnel will be present for duty or accounted for accordingly.

b. If a soldier's duty status is unknown, a Line of Duty (LOD) investigation is initiated to inquire into the facts surrounding any injury, disease, or death suffered by a soldier. Once again, the purpose of a LOD is to establish the status of a soldier. Duty status can impact the benefits of the soldier and family may be entitled to other associated expenses.

c. If a civilian's duty status is unknown, all efforts are made to contact the individual or next of kin to determine their status. If the status is unknown the employee is carried as Leave Without Pay until status is known.

4. Leave Procedures.

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a. Procedures for Ordinary Leave:

(1) Effective 1 February 2006, each brigade will manage the leave control program. Each school must maintain a leave control log (DA Form 4179) IAW AR 600-8-10.

(2) Leave control numbers are seven characters. The first four characters of the control number represents the Brigade. The fifth through seventh characters of the control number are the numerical order of control numbers issued from 001 to 999. The first four characters of each brigade is NW-06-1 for 8th Bde, NW-06-2 for 9th Bde, NW-06-3 for 10th Bde, NW-06-4 for 11th Bde, NW-06-5 for 12th Bde, NW-06-6 for 13th Bde, NW-06-7 for 14th Bde.

(a) The first 2 spaces will not change.

(b) The 3rd and 4th spaces are the fiscal year.

(c) The 5th space is your BDE identifier.

(d) The 6th thru 8th is the leave log control number.

(3) IAW AR 600-8-10 brigades are responsible for:

(a) maintaining a leave control log

(b) sending chargeable leaves daily

(c) ensuring chargeable leaves are submitted within 72 hours from the end date

(4) Note that **this is an inspectable** item on the Command Inspection. The changes outlined in this memorandum are effective immediately.

(5) Submit all requests for ordinary leave to the brigade 14 days prior to beginning date of requested leave. Note: The 9th Finance office will not accept leave forms for processing if there are **ink corrections in block 10a or 10b and signatures are missing in blocks 11, 12, and 13.**

(6) Once the leave form is completed and approved with signatures, the university admin clerk or authorized representative will mail the **original** leave form to their respective brigade. The brigade will place a control number on the leave form. The brigades will provide each school with a weekly roster with updated leave control numbers.

(7) The brigade will sign the cadre member out and in from leave status according to the

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dates in blocks 10a & 10b. If the cadre member decides not to go on leave, notify brigade within 24 hours of the change. If the cadre member signs out later or signs in early from leave, notify Brigade within 24 hours. Failure to comply with this paragraph will result in the cadre member being charged the incorrect days of leave.

(8) When a cadre member requests an extension of leave, the university admin clerk or authorized representative will notify the Brigade within 24 hours.

b. Procedures for Emergency Leave/Ordinary Leave Under Emergency Conditions:

(1) The cadre member will complete DA Form 31 and the leave approval authority will sign the appropriate block. Fax or email the leave form to brigade for a control number.

(2) Service members traveling from CONUS to overseas home of record are authorized transportation to the closest major airport overseas. The cadre member will complete Part I & Part III of the DA Form 31 and will contact brigade within 24 hours for processing of Part IV. After duty hours, contact the I Corps Staff Duty Officer at (253) 967-0015/0017 who will contact the Western Region SDO to process the emergency leave order. Fax the leave form & Red Cross message to P&A Division for issue of leave control number and travel order number. Forward the original leave form to your brigade.

(3) Service member taking leave outside of CONUS must complete a DA Form 4187 and the anti-terrorism briefing online, and submit them with the leave form to Region NLT 30 days before the leave starts.

(4) The leave will process the same as ordinary leave. Do not forget to notify the brigade if they receive an extension or sign in early.

c. Procedures for PCS Leave:

(1) When a cadre member is on assignment instructions, he/she will initiate his leave form NLT 60 days prior to his departure date. The procedures are the same as ordinary leave with the following exception: University admin clerk or authorized representative will maintain the original leave form until the cadre member signs out. Cadre member must take the original leave form with him to the next duty station.

(2) Cadre members with dependents can request up to 10 days Permissive Temporary Duty (PTDY) for the purpose of house hunting in conjunction with PCS leave unless government quarters are available at the next duty station. When requesting PTDY in conjunction with leave, blocks 10a and 10b will include both dates of the authorized absence. Block 13 must be signed by a LTC or higher. Note: PTDY does not have to be taken from departing unit. Cadre

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members can wait until they arrive to their new unit to request for PTDY for the purpose of house hunting. It is recommended that soldiers request PTDY from their departing unit, however, either the departing or gaining unit can authorize PTDY.

d. PCS Leave in Conjunction with TDY enroute: The leave is processed as stated in item 5 above. The only exception is the dates in block 10 will include the TDY dates. Cadre member will ensure that personnel at the TDY location sign them in and out in the remarks block.

e. Procedures for Transition Leave (Retirement, ETS, REFRAD):

(1) Submit a complete DA Form 31 as part of the retirement application. The number of transition leave dates authorized is the number of days leave accrued as of the retirement date. Eligible Cadre members in CONUS can request up to 20 days PTDY, 30 days are authorized for soldiers OCONUS or with an OCONUS home or record address. Block 10 will include all dates of transition leave and PTDY. The approval authority for all transition PTDY's is the first G6 in the chain of command. In addition to the DA 31 requesting PTDY, a memorandum endorsed by the brigade commander explaining day by day the purpose of the PTDY, i.e. 1- 4 January (house hunting), 5 – 8 January (job searching) etc. Ensure that all leave forms are IAW AR 600-8-10 concerning whether or not a duty day is required between the PTDY and transition leave. When PTDY is taken in a series of trips prior to departing on transition, a duty day is required between the PTDY and transition leave. When PTDY is taken in entirety in conjunction with transition leave, a duty day is required between the PTDY and transition leave. Cadre members taking a partial period of transition PTDY, as part of a series of trips, in combination with transition leave are not required to complete a duty day between the two absences.

(2) When we receive the retirement application, the Finance Clerk will issue a control number to the DA 31.

(3) Soldiers who are requesting to ETS are authorized transition leave but not PTDY.

f. Procedures for leave in conjunction with/TDY (TDY & Return, i.e., LTC/LDAC, BNCOC, CAS3): Cadre members who elect to take leave in conjunction with TDY will not forward their DA 31 to brigade for a control number or processing. The TDY order number is used as the leave control number on the DA 31. Upon completion of the TDY, cadre will submit the DA Form 31 (with the control number) with the Travel Settlement Voucher (DA Form 1351-2) to Rome, NY for processing if DTS is not used for the TDY.

g. Rules for Regular and Special Passes:

(1) Soldiers are eligible for passes IAW AR 600-8-10. This command grants justified

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passes as a reward for hard work, dedication, and soldiering. Passes are not a right, but a privilege extended to soldiers that have earned them.

(2) Regular Pass: A short, non-chargeable, authorized absence from post or place of duty during normal off duty hours is a regular pass. (For the purpose of this paragraph, normal off duty hours also include official holidays.) For example, a regular pass might extend from Friday after duty until beginning of duty on the following Tuesday morning.

(a) A regular pass is at the end of normal duty hours on one day to the beginning of working hours the next duty day. On weekends, a 3-day regular pass period, that includes a national holiday, begins at the end of normal duty day on Friday afternoon, and terminates at the beginning of the normal duty day on the 4th day (Tuesday).

(b) A regular pass period will not exceed 3 days in length, to include public holiday weekends or public holiday periods specifically extended by the President (per AR 600-8-10, Para 5-27e(2)).

(3) Special Pass: Combining a special pass with leave is not authorized. At least, one duty day must separate special pass and any other absence (per AR 600-8-10, Para 5-29a).

(a) A 3-day pass – Normally begins at the end of a normal duty day on a given day and ends with the start of a normal duty day on the 4th day after an absence of 3 consecutive calendar days. Must include at least 1 duty day. This period may be Tuesday, Wednesday, and Thursday, depending on unit duty requirements. For example, a soldier may depart at the end of the duty day on Monday evening and must return at the start of the normal duty day on Friday. Combining a 3-day pass with any other absence is **not** authorized.

(b) A 4-day pass – Must include at least 2 consecutive non-duty days. For example, a soldier may depart on a 4-day pass on Friday evening after duty day and must return at the start of normal duty day on Wednesday. Combining a 4-day pass with any other absence is **not** authorized.

*** Basic rules relating to 4-day weekends:**

- Installation Training Holiday/holiday 4-day weekend is considered a Special Pass and not a Regular Pass. Only the President may extend a Regular Pass beyond 72 hours.

- A soldier can not take ordinary leave in conjunction with a special Pass. There must be a normal duty day in between. A Training Holiday is not a normal duty day

- A soldier who takes leave in conjunction with a 4-day Training Holiday/holiday weekend is charged leave for the entire period (to include the 4-day weekend). The only way the soldier can

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avoid being charged leave for the 4-day period is for the soldier to perform duty for at least one day between the 4-day Training Holiday/holiday weekend and the leave (or leave and the weekend).

*** Examples: Christmas Leave/Pass Policy Scenarios**

Example	Sat 20 th	Sun 21 st	Mon 22d	Tue 23d	Wed 24 th	Thu 25 th	Fri 26 th	Sat 27 th	Sun 28 th	Leave/ Pass
1	Off	Off	Duty	Duty	Duty	Holiday	Tng H'day	Off	Off	0
2	Off	Off	Duty	Duty				Off	Off	3
3	Off	Off			Duty	Holiday	Tng H'day	Off	Off	2
4	Off	Off						Off	Off	5

Footnote: Periods highlighted will be chargeable leave


*** Examples: New Year Leave/Pass Policy Scenarios**

Example	Sat 27 th	Sun 28 th	Mon 29th	Tue 30th	Wed 31 st	Thu 1 st	Fri 2d	Sat 3d	Sun 4th	Leave/ Pass
1	Off	Off	Duty	Duty	Duty	Holiday	Tng H'day	Off	Off	0
2	Off	Off	Duty	Duty				Off	Off	3
3	Off	Off	Duty		Duty	Holiday	Tng H'day	Off	Off	1
4	Off	Off	Duty					Off	Off	4

Footnote: Periods highlighted will be chargeable leave

h. Procedures for Civilian Leave: See memorandum, subject: Memorandum of Instruction for Timecard Completion, dated 1 June 2003 (Located on Western Region webpage, P&A, Civilian Personnel Management).

6. Proponent: Commander, Western Region, United States Army Cadet Command.


STEVEN R. CORBETT
COL, IN
Commanding

DISTRIBUTION:
A, B, C

LEAVE CONTROL LOG

For use of this form, see AR 600-8-10; the proponent agency is ODCSPER.

[illegible]

*** PLACE A CHECK IN THIS COLUMN FOR CORRECTED LEAVE ENTRY**

** TYPES OF LEAVES AND CODES:	ORDINARY - O	TRANSITION - T	CONVALESCENT - C	PCS - P	PT - I
	ORDINARY LEAVE TAKEN IN CONJUNCTION WITH OFFICIAL TRAVEL - OT				
	LEAVE IN CONJUNCTION WITH TDY - D				

DA FORM 4179, AUG 2003

EDITION OF SEP 93 IS OBSOLETE.

LEAVE CONTROL NUMBERS

WESTERN REGION: NW-06-0 _ _ _

8TH BDE: NW-06-1 _ _ _

9TH BDE: NW-06-2 _ _ _

10TH BDE: NW-06-3 _ _ _

11TH BDE: NW-06-4 _ _ _

12TH BDE: NW-06-5 _ _ _

13TH BDE: NW-06-6 _ _ _

14TH BDE: NW-06-7 _ _ _

- The first 2 spaces will not change.
- The 3rd and 4th spaces are the fiscal year
- The 5th space is your BDE identifier.
- The 6th-8th is the leave log control number.

Completion instructions for preparation of DA Form 31

This form may be hand-written with the exception of fund cite and customer identification code information as required for emergency leave.

Item 1. Enter control number assigned on DA Form 4179-R (manual leave control) or enter number assigned on automated leave control.

(Soldier: Complete items 2 through 11.)

Item 2. Include suffix, when appropriate (for example, Jr., II).

Item 3. Self-explanatory.

Item 4. Enter pay grade only, such as E4, E8, O4, O6.

Item 5. Enter day, month, year of request.

Item 6. Self-explanatory (soldiers on leave must be able to be contacted, if necessary, at or through the address or telephone number provided).

Item 7. Enter X in appropriate block(s)

a. X Ordinary for use of accrued or advanced leave.

b. X Emergency for use of accrued, advanced, or excess leave for an emergency situation as defined by chapter 6 of this regulation.

c. X Permissive TDY to request PTDY.

d. X Other when leave is taken together with TDY and when nonchargeable leave is factor. Specify type of nonchargeable absence excluding PTDY which has a separate block (for example, convalescent, pass).

Item 8. Include ZIP code or APO number.

Item 9.

a. Enter accrued leave balance as of the date of desired leave or absence. For chargeable leave, use accrued leave balance on current LES. Adjust balance if chargeable leave has been taken and not recorded on LES.

b. Enter the total number of days chargeable leave or absence requested.

c. Enter the number of days advance leave requested or "NA" for not applicable. (See para 4-5 when requesting advance leave.)

d. Enter the number of days excess leave requested or "NA" for not applicable. (See para 5-15 when requesting excess leave.)

Item 10.

a. Enter the beginning date of desired leave or absence by day, month, and year.

b. Enter the ending date of desired leave or absence by day, month, and year.

Item 11. Your signature attests that to the best of your knowledge the information that you have provided is correct.

Item 12. If recommending disapproval, provide reason in block 17.

Item 13. Prior to approval, ensure request complies with AR 600-8-10. If disapproved, provide reason in block 17, provided reason is not already stated.

Item 14 a, b, c. Self-explanatory. (Departure authorities adjutant (adj), executive officer (XO) or duty officer (DO), first sergeant (1SG), personnel staff noncommissioned officer (PSNCO), staff

duty noncommissioned officer (SDNCO) or charge of quarters (CQ).)

Item 15 a, b, c. Complete when extension of leave is granted.

Item 16 a, b, c. Self-explanatory. (Return authorities Adj, XO or DO, 1SG, PSNCO, SDNCO, or CQ.)

Item 17. Use to provide clarification or additional information such as foreign country to be visited or traveled through or reasons for disapproval. Enter chargeable leave dates based on the soldier's departure (item 14) and return (item 16). (Soldiers are not charged leave for the day of return if that day is a nonduty day. Soldiers are also not charged leave when they perform duty for the majority of their normal normal duty hours on the day of departure or the day of return.) Annotate with unit telephone number of the PAP for soldier to contact in case of emergency or unavoidable delays which could result in a missed port call.

Item 18. When travel is by military controlled aircraft, the transportation office will add movement designator code. "Report to APOE NLT 2 hours before the scheduled departure". If soldier must travel through the CONUS because of an emergency condition in a foreign country, include statement: "The CONUS aerial port of debarkation will endorse the order indicating flight reservation data for travel to overseas aerial port of debarkation". For leave in CONUS, the following statement, "Soldier's domicile, as the JFTR defines it ((is) or (is not)) outside CONUS", is required for all emergency leave travel from CONUS to overseas. Use the JFTR to determine all travel entitlements.

Item 19. If travel may be made by commercial transportation, add: "Contact the transportation office at the nearest military installation to arrange return flight reservations". If soldier will be provided military return travel, include the MAC PRC telephone number 1-800-851-3144 (CONUS, Puerto Rico, Virgin Islands) 1-800-851-3170 (Alaska and Hawaii) and the telephone number for the appropriate PAP (see table 10-9). Add any other return travel information, as required.

Item 20. Enter date soldier departed unit on emergency leave.

Item 21. Enter date soldier arrived at APOD.

Item 22. Enter date soldier arrived at APOE.

Item 23. Enter date soldier returned to unit.

Item 24. Check only one of the blocks and line out the other. If no dependent travel is authorized, enter X in "none" block. For soldiers stationed in CONUS who chose to pay for space required transportation for their dependents, add in item 25:

"Sponsor agrees to reimburse the Army for travel of family members as required by DOD 4515.13-R, paragraph 3-3b(3)". Check block to indicate whether travel is authorized one way or round trip.

Item 25. Enter accompanying dependents on emergency leave travel.

Items 26, 28, 29, 30. Self-explanatory.

Item 27. This information must be typed. Enter accounting citation and CIC for emergency leave travel (if applicable) as authorized by the JFTR, Volume I, paragraph U7205.

Figure 12-1. Instructions for completing DA Form 31

Figure 12-1. Instructions for completing DA Form 31

Table 12-11
Process emergency leave upon soldier's return

Step	Work center	Required action
1	BNS1	Check or query the leave log daily to identify soldiers due to return. For automated log, use BNS1 TACCS user instructions (para 11-11).
2	BNS1	During nonduty hours, provide DA Form 31 of returning soldiers to staff duty personnel for use.
3	BNS1	Check return block and enter return date, time, and authority in block 16.
4	BNS1	Receive from staff duty personnel DA Form 31 of soldiers returning during nonduty hours.
5	BNS1	Enter on leave control log chargeable leave dates when travel is not involved.
6	BNS1	Forward original DA Form 31 to finance office with a UTM within 3 working days after soldier completes leave.
7	BNS1	Attach original copy of DA Form 31 to completed TDY voucher and forward to finance office within 10 working days, after completion of leave, when applicable.

Section XII

Task: Reconciliation of Leave

12-23. Rules for the reconciliation process

- a. When official travel is involved, the finance office will compute leave charges. The finance office and BNS1 will reconcile any differences in chargeable leave dates.
- b. When travel is not involved and the finance office reports different chargeable leave days to BNS1 from those reported to them from BNS1, reconciliation is required.
- c. Figure 12-4 provides a sample reconciliation memorandum. If incorrect data was reported to the finance office by BNS1, also post corrected information on the log and to the organizational copy of the DA Form 31. (For manual leave control log, see fig 12-2.)
- d. Follow table 12-12, steps 1 through 4 and 13 through 15, when the manual log is maintained.
- e. TACCS leave control log: The reconciliation memorandum will be computer generated. (See TACCS user instructions, para 11-5.)
- f. Follow table 12-12, steps 5 through 15, when the automatic log is maintained.

12-24. Steps for the reconciliation process

The steps for the reconciliation process are shown in table 12-12.

Table 12-12
Reconciliation process

Step	Work center	Required action
1	BNS1	For the manual log, prepare reconciliation memorandum using sample format in the leave control log.
2	BNS1	If log contains incorrect information, line through the incorrect entry and post the correct leave charge (see para 12-25).
3	BNS1	If organization copy contains incorrect information, line through the incorrect data and post correct data.
4	BNS1	Follow steps 13 through 15 when using the manual leave control log.
5	BNS1	Void entry on automated DA Form 4179, if wrong chargeable leave dates were reported by BNS1 to the finance office. Use BNS1 TACCS user instructions (para 11-13).
6	BNS1	If step 5 cannot be accomplished, follow steps 6 and 7. If step 5 can be accomplished, go to step 8.
7	BNS1	If log cannot be updated because an entry has been placed in the archived or back-up file, create new entry on the leave control log with correct information.
8	BNS1	When step 6 is applicable, line through incorrect data on the hard copy of the leave control log. Post reconciled control number by the entry.

Table 12-12
Reconciliation process—Continued

Step	Work center	Required action
9	BNS1	Create new or correct leave entry and update entry using BNS1 TACCS user instructions, paragraphs 11-1 and 11-13 ("Date to Finance" is the date of the reconciliation memorandum.)
10	BNS1	Do reconciliation memorandum using TACCS user instructions (para 11-5).
11	BNS1	Post a handwritten MFR to the memorandum before it is reproduced for distribution.
12	BNS1	If the finance office posts the wrong leave charge, include in the hand-written MFR, a reason for the corrected leave charge.
13	BNS1	If leave control log had to be corrected due to incorrect leave charge provided to the finance office, include in the hand-written MFR new control number and reason for the corrected leave charge.
14	BNS1 D	Distribute reconciliation memorandum and forward memorandum to the finance office by UTM within 3 working days after receipt of JUMPS Automated Coding System Report 7.
15	BNS1	Certify JUMPS Automated Coding System Report 7, by attaching reconciliation memorandums and having Adjutant or assistant personnel sergeant sign the document attesting that the reconciliation data is correct.
16	BNS1	File JUMPS Automated Coding System Report 7, unit leave report with reconciliation memorandum for 1 year.

Section XIII

Task: Correct Chargeable Leave

12-25. Rules for correcting chargeable leave

a. When the finance office has posted incorrect chargeable leave date to the LES and the data has previously been reconciled, do corrected DA Form 31 unless *b* below applies. Contact the finance office for a copy of the original DA Form 31 if needed.

b. If leave was in conjunction with official travel, the soldier reports to the finance office for corrective action. The BN updates information on the DA Form 4179, as appropriate.

12-26. Steps for correcting chargeable leave

The steps to correct chargeable leave are shown in table 12-13.

Table 12-13
Correcting chargeable leave

Step	Work center	Required action
1	BNS1	If DA Form 41790 is maintained, use same control number on corrected leave form. Post to DA Form 31, block 17, "Corrected Leave Charge", original chargeable leave dates provided to finance office, and reason for the correction.
2	BNS1	If automatic DA Form 4179 is maintained, create new entry on automatic log (new control number is assigned). Post to DA Form 31, block 17, "Corrected Leave Charge", original chargeable leave dates provided to finance office, original control number, and reason for the correction.
3	BNS1	Send corrected DA Form 31 (original copy) to FO with a UTM within 3 working days after corrected copy is prepared.
4	BNS1	File organization copy of DA Form 31 in the BN functional files for 6 months.
5	Unit	Provide copy to soldier.
6	BNS1	Complete reconciliation process (see paras 12-19 and 12-20).

Section XIV

Task: Maintaining the DA Form 4179 When Tactical Army Combat Service Support Computer System is Not Available

12-27. Rules to maintain the DA Form 4179, when tactical Army combat service support computer system is not available

- a. The DA Form 4179 will be reproduced locally. (See fig 12-2.)
- b. Hospital commanders are exempt from maintaining the leave log for convalescent leave (except for personnel who are assigned to the hospital).
- c. Approved leave will be entered on the leave control log. (See sample fig 12-2.)
- d. Do not use white out, tape over, or similar correction means on the leave control log.
- e. When an entry needs correction due to the reconciliation process or wrong entry, the incorrect data may be lined through with one neat line and the correct data entered above.
- f. When there is insufficient space to repost an entry over the incorrect data lined through, post correct entry in the next available space using original control number. (Ensure the next entry receives the correct control number.)
- g. The leave control log begins with "0001" with the first leave that begins in the fiscal year.
- h. Maintain the DA Form 4179 on a daily basis if leave data needs to be updated.
- i. After the end of each fiscal year, the DA Form 4179 is filed for 1 year.

12-28. Steps to maintain DA Form 4179 when tactical Army combat service support computer system is not available

The steps to maintain DA Form 4179, when TACCS is not available are shown in table 12-14.

Table 12-14
Maintaining manual DA Form 4179 when TACCS is not available

Step	Work center	Required action
1	BNS1	Enter control numbers consecutively for each approved leave. If entry is a corrected entry, place a checkmark in the column to the right of the control number.
2	BNS1	Enter date control number is posted.
3	BNS1	Enter appropriate leave code from bottom of leave control log.
4	BNS1	Enter the soldier's name on the top line and SSN directly under it.
5	BNS1	Enter rank only, such as E4, O4.
6	BNS1	Enter inclusive date of authorized absence. Include leave, TDY, travel, PTDY, and any other authorized absence.
7	BNS1	Enter any extension of leave granted.
8	BNS1	When ordinary leave or IPT leave is taken and official travel is not involved, post chargeable leave data "from" and "to" date from DA Form 31, block 17. Determine and enter number of days chargeable leave based on "from" and "to" dates. For PCS, IPT, TDY, transition leave, or other ordinary leave taken together with official leave travel, determine whether day of departure is chargeable leave. Post "from" date to leave control log.
9	BNS1	Enter date original copy DA Form 31 is forwarded to the finance office. When excess leave is involved, also post the date the suspense copy was forwarded to the finance office. Post "S" (for suspense copy) and the date it was forwarded. (For example, S-27 Nov 89. Print small to ensure room for the date original copy is sent to the finance office.)
10	BNS1	Enter date of JUMPS Automated Coding System Report 7 from the finance office. Post number of days chargeable as reported by the finance office. (When official travel is not involved and number of days chargeable leave differs from number of days posted under chargeable leave column, reconciliation process is required (para 12-19). Leave codes "O" and "I" require reconciliation process.)
11	BNS1	Enter the date the reconciliation memorandum was forwarded to the finance office, when applicable.
12	BNS1	Enter initials after completing steps 10 and 11, as applicable for ordinary leave in conjunction with official travel (such as TDY) and convalescent leave.
13	BNS1	Enter initials for IPT (losing organization) and PCS leave after completion "date from" under "chargeable leave".

Table 12-14
Maintaining manual DA Form 4179 when TACCS is not available—Continued

Step	Work center	Required action
14	BNS1	Enter initials for transition leave after "date from" under "chargeable leave" or after "chargeable data from the finance office" is entered, as appropriate.
15	BNS1	Retain completed logs 1 year after the end of fiscal year, then destroy.

Section XV

Task: Processing Soldiers on Leave for Attachment

12-29. Rules to process soldiers on leave for attachment

- When a soldier is attached and accompanied by records, the unit of attachment will process the DA Form 31.
- Use regulations governing separation or reassignment if soldier is applying for hardship separation or compassionate reassignment.
- For distribution of DA Form 31, see paragraph 12-5.

12-30. Steps to process soldiers on leave for attachment

The steps to process soldiers on leave for attachment are shown in table 12-15.

Table 12-15
Processing soldier for attachment

Step	Work center	Required action
1	PSC	Notify parent unit, by message, of attachment or gaining unit, if soldier is en route to PCS.
2	PSC	Include in message the attaching authority and the date and time the soldier arrived.
3	PSC	Provide information copy of message attaching soldier to Commander, PERSCOM, ATTN: TAPC-MOB-TP ALEX VA 22332-0431.
4	PSC	Forward copies of attachment orders, as appropriate.
5	BNS1	Upon soldier's return to unit of assignment, follow applicable leave processing procedures in chapter 12.

Section XVI

Task: Processing Convalescent Leave Granted at Medical Treatment Facility

12-31. Rules to process convalescent leave granted at medical treatment facility

- The MTF will complete the DA Form 31 for soldier.
- The hospital commander is the approval authority.

12-32. Steps to process convalescent leave granted at medical treatment facility

The steps to process convalescent leave granted at MTF are shown in table 12-16.

Table 12-16
Processing convalescent leave granted at MTF

Step	Work center	Required action
1	Unit	Receive DA Form 31 from MTF.
2	Unit	Annotate duty rosters as applicable and forward original copy of DA Form 31 to BNS1.
3	Unit	Maintain suspense copy as organization copy for 6 months.
4	BNS1	Make an entry on DA Form 4179. (For automated log, use TACCS user instructions, para 11-1.)
5	BNS1	Post DA Form 31, block 1, with a control number.
6	BNS1	Enter return date, time, and authority in block 16.

LEAVE CONTROL LOG															
For use of this form, see AR 600-8-10; the proponent agency is ODCSPER.															
CONTROL DATA				AUTHORIZED ABSENCE				CHARGEABLE LEAVE			CHARGEABLE DATA FROM FO				
CONTROL NUMBER	DATE ASQ	LEAVE CODE	NAME AND SOCIAL SECURITY NUMBER	GR	DATE FROM	DATE TO	EXTN DATA DATE TO	DATE FROM	DATE TO	NO. OF DAYS	DATE ORIG TO FO	JSS LEAVE REPORT	NO. OF DAYS	DATE MEMO TO FO	INT
0001	20 Oct 00	O	FOX, GUYS 123-56-7890	E5	1 Nov 00	4 Nov 00	-	1 Nov 00	3 Nov 00	3	6 Nov 00	2 Dec 00	3	-	BVA
0002	23 Oct 00	O	SMITH, MARY S. 234-56-7891	O5	1 Nov 00	17 Nov 00	-	1 Nov 00	20 Nov 00	20	22 Nov 00	31 Jan 00	20	6 Jan 00	BVA
0003	24 Oct 00	O	JONES, PETE A. 345-67-8901	O4	2 Nov 00	12 Nov 00	-	3 Nov 00	11 Nov 00	8	13 Nov 00	4 Dec 00	9	7 Dec 00	BVA
0004	24 Oct 00	O	LEE, THOMAS A. 987-65-4321	E4	1 Nov 00	3 Nov 00	-	1 Nov 00	3 Nov 00	3	7 Nov 00	4 Dec 00	3	-	BVA
0005	24 Oct 00	I	GRAY, ROBERT L. 912-34-5678	E7	2 Nov 00	12 Nov 00	-	2 Nov 00	-	-	-	-	-	-	BVA
0006	27 Oct 00	OT	BROWN, LISA A. 012-34-5678	E9	1 Nov 00	30 Nov 00	-	1 Nov 00	-	-	4 Dec 00	31 Jan 00	28	-	BVA
0007	27 Oct 00	D	BLACK, CHARLES 456-78-9012	O6	1 Nov 00	30 Nov 00	-	2 Nov 00	-	-	4 Dec 00	31 Jan 00	10	-	BVA
0008	30 Oct 00	I	SMITH, SAMUEL K. 321-65-9876	E6	2 Nov 00	12 Nov 00	14 Nov 00	2 Nov 00	14 Nov 00	13	17 Nov 00	31 Jan 00	13	-	BVA
0009	30 Oct 00	T	JONES, BILLY B. 568-56-5656	O3	13 Nov 00	30 Nov 00	-	13 Nov 00	-	-	-	-	-	-	BVA
0010	30 Oct 00	C	GILL, MARTIN 678-90-1234	E2	1 Nov 00	30 Nov 00	-	-	-	-	-	31 Jan 00	30	-	BVA
0011	1 Nov 00	P	KANE, RUTH M. 789-12-3456	E8	17 Nov 00	17 Dec 00	-	19 Nov 00	-	-	-	-	-	-	BVA
0012	1 Nov 00	T	HART, ARNOLD A. 132-54-9786	E9	17 Nov 00	30 Nov 00	-	17 Nov 00	-	-	20 Nov 00	31 Jan 00	14	-	BVA
0004	✓ 6 Dec 00	O	LEE, THOMAS A. 987-65-4321	E4	-	-	-	-	-	0	7 Dec 00	31 Jan 00	0	-	BVA
0013	6 Dec 00	O	LUCK, PEGGY S. 222-54-4444	E7	17 Dec 00	4 Jan 00	-	17 Nov 00	-	-	-	-	-	-	-

* PLACE A CHECK IN THIS COLUMN FOR CORRECTED LEAVE ENTRY

** TYPES OF LEAVES AND CODES: ORDINARY - O
LEAVE IN CONJUNCTION WITH TDY - D
TRANSITION - T
CONVALESCENT - C
PCS - P
IPT - I
ORDINARY LEAVE TAKEN IN CONJUNCTION WITH OFFICIAL TRAVEL - OT

Figure 12-2. Sample of a DA Form 4179